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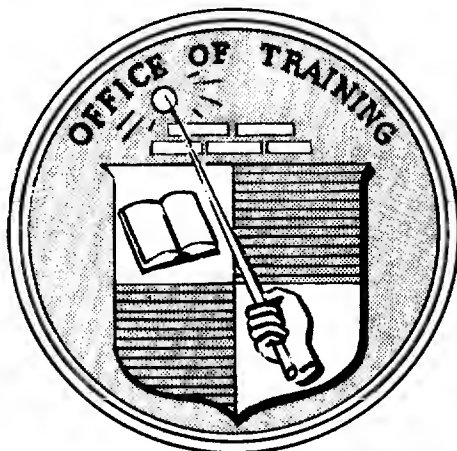
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OFFICE OF TRAINING BULLETIN

NUMBER 35

FEBRUARY 1958



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THE BACK COVER OF THIS ISSUE PICTURES THE NEW CENTRAL INTELLIGENCE AGENCY HEADQUARTERS BUILDING WHICH IS TO BE SITUATED IN LANGLEY, VIRGINIA. IT IS ACCESSIBLE BY EITHER ROUTE 123 OR THE GEORGE WASHINGTON MEMORIAL PARKWAY. THE 8-STORY BUILDING OF REINFORCED CONCRETE CONSTRUCTION WILL PROVIDE FOR 2 STORIES OF OFFICES IN THE BASE, FROM WHICH RISE 5 TOWERS OF ADDITIONAL OFFICE SPACE. SOUTH SIDE OF THE BUILDING WILL BE SERVICED BY ROUTE 123; NORTH SIDE BY THE GEORGE WASHINGTON MEMORIAL PARKWAY. LARGE PARKING LOTS WILL BE SITUATED NORTH AND SOUTH OF THE BUILDING. OUR TARGET DATE IS 1961.

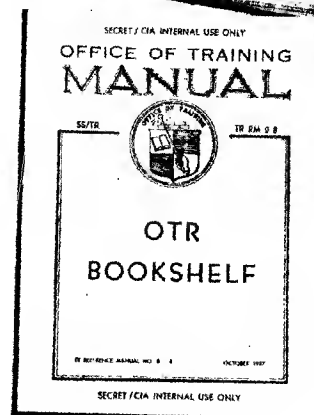
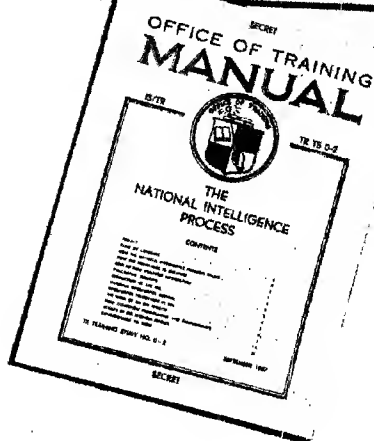
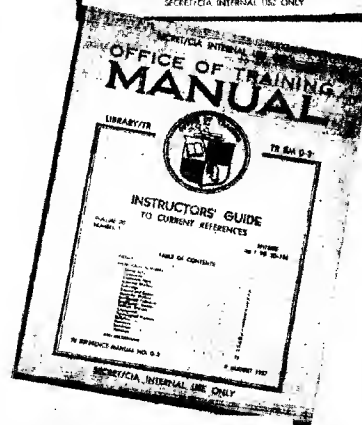
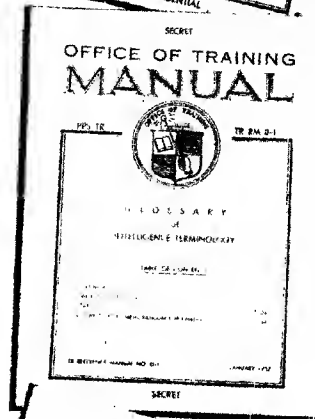
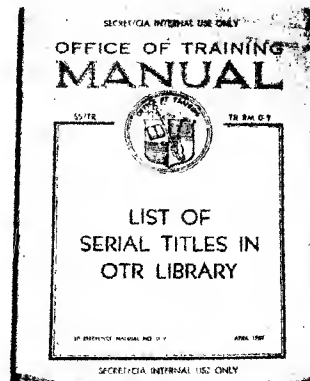
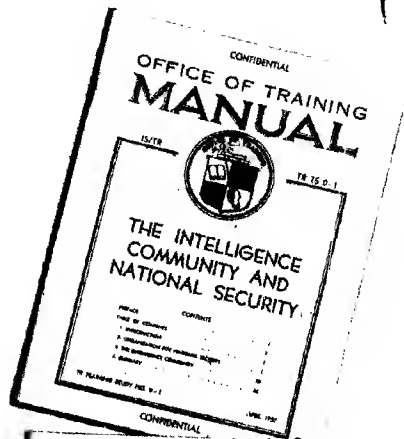
NEWS

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NEW PEAK IN INSTRUCTIONAL ACTIVITY

NEVER BEFORE IN THE HISTORY OF OTR HAS THERE BEEN SO MUCH INSTRUCTIONAL ACTIVITY AS THERE WAS IN THE WEEK BEGINNING 6 JANUARY 1958.

A TOTAL OF 70 NEW CLASSES WERE BEGUN.

23 WERE REGULAR OTR COURSES, 1 WAS AN OPERATIONS COURSE, AND 46 WERE NON-DUTY-HOUR LANGUAGE CLASSES. IN ADDITION TO THE 70 NEW COURSES, 29 OTHER COURSES ALREADY WERE IN PROCESS! TOTAL ENROLLMENT FOR THESE 99 COURSES WAS NEARLY 1,000 STUDENTS.

NEW STANDARD MANUAL COVER INTRODUCED BY OTR IN 1957

DURING 1957, OTR INTRODUCED A NEW OTR STANDARD MANUAL COVER FOR WORKS USED IN COURSES AND/OR CIRCULATED WITHIN THE AGENCY. ON THE OPPOSITE PAGE ARE PICTURED THOSE PUBLICATIONS WHICH TO DATE HAVE BEEN ISSUED UNDER THE NEW COVER.

✓ OTR CATALOG CHANGE

✓ LONG-TERM SCHEDULE

IN THE BACK OF YOUR OFFICE COPY OF THE OTR CATALOG IS YOUR LONG-TERM SCHEDULE OF COURSES. THIS LTS IS DATED OCT. 1957 IN THE LOWER RIGHT-HAND CORNER.

ON YOUR LTS, No 4, MAKE THE FOLLOWING CHANGE:

CHANGE THE SUB-HEAD:
COMMUNICATIONS SKILLS

TO READ
READING, SPEAKING, WRITING SKILLS
(RSW SKILLS).

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INTELLIGENCE ORIENTATION EXHIBITS

THE OFFICE OF TRAINING CONTINUES TO PRESENT TWO EXHIBITS EACH MONTH ON THE FUNCTIONS OF CIA COMPONENTS IN CONJUNCTION WITH INTELLIGENCE ORIENTATION. THE EXHIBITS ARE OPEN TO ALL AGENCY PERSONNEL WHO MIGHT BENEFIT FROM THEM.

THE SUPPORT EXHIBIT IS BASED ON THE THREEFOLD THEME OF MEN, MONEY, AND MATERIAL, AND DEPICTS THE ROLE OF THE DD/S ELEMENTS IN SUPPORTING THE MISSION OF THE AGENCY. THE NEXT SUPPORT EXHIBIT IS SCHEDULED FOR WEDNESDAY 12 FEBRUARY FROM 1400 TO 1615.

THE INTELLIGENCE PRODUCTS EXHIBIT PICTURES THE CIA RESPONSIBILITIES FOR THE COLLECTION, PRODUCTION, AND DISSEMINATION OF INTELLIGENCE. THIS EXHIBIT NEXT IS SCHEDULED FOR THURSDAY 13 FEBRUARY FROM 0930 TO 1200.

FUTURE EXHIBITS HAVE BEEN SCHEDULED AS FOLLOWS:

SUPPORT EXHIBIT: 1400 - 1615

WEDNESDAY 12 MARCH

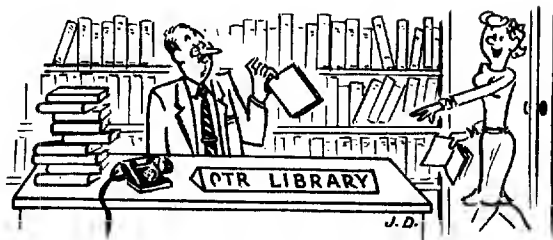
WEDNESDAY 23 APRIL

INTELLIGENCE PRODUCTS EXHIBIT:
1930 - 1200

THURSDAY 13 MARCH

THURSDAY 24 APRIL

VISITORS FROM IAC AGENCIES ARE INVITED TO THE 13 FEBRUARY INTELLIGENCE PRODUCTS EXHIBIT.



SELECT PUBLICATIONS AVAILABLE TO YOU

COPIES OF THE FOLLOWING OTR PUBLICATIONS ARE AVAILABLE AND MAY BE REQUESTED THROUGH YOUR TRAINING OFFICER, OR BY CALLING THE TRAINING LIBRARY, EXTENSION 3096:

GERMANY: A BIBLIOGRAPHY. THIRD REVISED EDITION, TR RM O-538, 117 PAGES, UNCLASSIFIED, OCTOBER 1957.

FRANCE: A BIBLIOGRAPHY. TR RM O-540, 41 PAGES, UNCLASSIFIED, JANUARY 1958.

WELMERS, WILLIAM E., A PRELIMINARY SURVEY OF EXISTING RESOURCES FOR TRAINING IN AFRICAN LANGUAGES AND LINGUISTICS. WASHINGTON, D. C. PREPARED FOR THE GEORGETOWN UNIVERSITY INSTITUTE OF LANGUAGES AND LINGUISTICS, OCTOBER 1957, 145 PAGES, UNCLASSIFIED.

OTR BOOKSHELF, TR RM O-8, SECRET/CIA INTERNAL USE ONLY, SEPTEMBER 1957 - A LIST OF BOOKS RECENTLY ACQUIRED BY THE TRAINING LIBRARY IN ADDITION TO SELECTED GERMAN AND ENGLISH TITLES ON INTELLIGENCE FROM THE HISTORICAL INTELLIGENCE COLLECTION.

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COMPTROLLER COURSES TO BE REPEATED

THE OFFICE OF THE COMPTROLLER RECENTLY COMPLETED THE THIRD OF THE BUDGET-RELATED COMPTROLLER SERIES OF COURSES BEGUN IN MID-OCTOBER. THESE COURSES WERE ANNOUNCED IN OTR SPECIAL BULLETIN #24-57, ISSUED 16 SEPTEMBER 1957.

A TOTAL OF 45 STUDENTS FROM ALL SEGMENTS OF THE AGENCY NOW HAVE COMPLETED ONE OF THE THREE COURSES; HISTORY & DEVELOPMENT OF FEDERAL BUDGETING; TECHNIQUES IN THE DEVELOPMENT OF BUDGET ESTIMATES, OR FUNDAMENTALS OF COST ACCOUNTING.

AS A RESULT OF THE INTEREST SHOWN REGARDING THESE PART-TIME COURSES, THEY WILL BE REPEATED STARTING IN FEBRUARY 1958 - TENTATIVELY FEBRUARY 19. IF YOU WISH TO REGISTER, YOU MAY SEND AN ORIGINAL, AND ONE COPY OF FORM 73, TO THE COMPTROLLER TRAINING OFFICER, [REDACTED] ROOM 1039 ALCOTT HALL, PREFERABLY BY 1 FEBRUARY.

CONSIDERATION IS BEING GIVEN TO AN ACCELERATED SCHEDULE, E.G. TWO 2-HOUR CLASSES WEEKLY FOR FOUR WEEKS, AS A RESULT OF STUDENT RECOMMENDATIONS FOLLOWING THE FIRST CLASSES. YOU MAY EXPRESS YOUR PREFERENCES, AND ASK FOR ADDITIONAL INFORMATION CONCERNING THE FEBRUARY CLASSES, BY CALLING [REDACTED]

CLERICAL SKILLS QUALIFICATION TESTS SCHEDULED FOR FEBRUARY AND MARCH

CLERICAL SKILLS QUALIFICATION TESTS IN SHORTHAND AND TYPEWRITING, ADMINISTERED TO ON-THE-JOB EMPLOYEES WHO MUST MEET AGENCY STANDARDS, WILL BE GIVEN MONDAYS DURING FEBRUARY AND MARCH AS FOLLOWS:

17 FEBRUARY 10 MARCH 24 MARCH

(TYPEWRITING: 1315 SHORTHAND: 1400)

THESE TESTS ARE GIVEN IN ROOM 508, 1016 16TH STREET.

SUPERVISORS WHO WISH TO HAVE EMPLOYEES TESTED SHOULD GET IN TOUCH WITH THEIR PERSONNEL PLACEMENT OFFICERS. THE OFFICERS WILL ARRANGE FOR TEST REGISTRATION.

USUALLY, EMPLOYEES WHO DO NOT MEET THE AGENCY CLERICAL SKILLS STANDARDS IN THESE TESTS SHOULD BE ENROLLED IN THE CLERICAL REFRESHER PROGRAM, LISTED IN YOUR OFFICE COPY OF THE OTR CATALOG AS COURSES B-12 TO B-19.

EASTERN STUDIES LIBRARY IMPROVED

THE EASTERN STUDIES DEPARTMENT, LANGUAGE AND AREA SCHOOL/TR, MAINTAINS A LIBRARY DEVOTED TO LANGUAGE AND AREA MATERIALS ON SLAVIC & FAR EASTERN COUNTRIES. RECENTLY THIS MATERIAL WAS REARRANGED AND RE-CATALOGED, WITH THE ASSISTANCE OF MEMBERS OF THE TRAINING LIBRARY BRANCH/OCR. THIS EASTERN STUDIES LIBRARY MATERIAL IS AVAILABLE TO INTERESTED MEMBERS. FOR INFORMATION, YOU MAY CALL [REDACTED] 25X1A

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2600 STUDY ADMINISTRATION TO DATE
TAUGHT BY OPERATIONS SUPPORT FACULTY

AGENCY SUPERVISORS HAVE AVAILABLE, FOR THE TRAINING OF THEIR ADMINISTRATIVE PERSONNEL, THREE STANDARD COURSES IN WHICH SOME 2600 CIA EMPLOYEES HAVE STUDIED TO DATE.

ADMINISTRATIVE PROCEDURES B-4, AND OPERATIONS SUPPORT B-5, LISTED IN YOUR OFFICE COPY OF THE OTR CATALOG OF COURSES, ARE THE SUCCESSORS TO COURSES BEGUN EARLY IN 1947.

ADMINISTRATIVE PROCEDURES B-4, PROVIDES 120 CLASSROOM HOURS OF INSTRUCTION, ALL OF IT PREPARING CLERICAL EMPLOYEES BETTER TO PERFORM ADMINISTRATIVE DUTIES AT HEADQUARTERS AND IN THE FIELD. FIVE OF THESE CLASSES WERE RUN IN 1957.

PROVIDING 200 CLASSROOM HOURS, OPERATIONS SUPPORT B-5, PHASE I - TRADECRAFT AND PHASE II - ADMINISTRATION, IS DESIGNED FOR OFFICER PERSONNEL SUPPORTING DD/P ACTIVITIES, AND INCLUDES BRIEF ORIENTATION BASIC TO CLANDESTINE TRADECRAFT. FIVE CLASSES WERE RUN IN 1957.

IN MARCH OF 1957 A NEW COURSE, BUDGET & FINANCE PROCEDURES, B-25, WAS INSTITUTED. THERE HAVE BEEN SEVEN RUNNINGS TO DATE. THIS COURSE IS DESIGNED TO MEET THE NEEDS OF DD/P PERSONNEL ASSIGNED TO FINANCE DUTIES AT SMALL STATIONS, AND SUCH OTHER PERSONNEL AS ARE DESIGNATED AND APPROVED FOR ATTENDANCE BY AREA DIVISIONS IN COORDINATION WITH CHIEF, FINANCE DIVISION. CLASSES HAVE BEEN LIMITED TO 15 STUDENTS IN ORDER TO PROVIDE NECESSARY INDIVIDUAL ATTENTION.

IN ADDITION, THE OPERATIONS SUPPORT FACULTY, INTELLIGENCE SCHOOL, WAS ABLE TO MEET SPECIFIC REQUESTS FROM AGENCY COMPONENTS FOR A MODERATE NUMBER OF CABLE AND DISPATCH REFRESHER CLASSES.

RAIL TRANSPORTATION INSTITUTE
AT AMERICAN UNIVERSITY ON 17 MARCH

THE 12TH RAIL TRANSPORTATION INSTITUTE SPONSORED BY AMERICAN UNIVERSITY WILL BE HELD 17 MARCH TO 3 APRIL 1958.

THE INSTITUTE IS DESIGNED TO SERVE THE NEED OF THOSE WHO HAVE A BASIC UNDERSTANDING OF GENERAL TRANSPORTATION AND RAIL TRANSPORTATION PROBLEMS AND ARE PREPARING FOR FURTHER ADVANCEMENT IN EXECUTIVE RESPONSIBILITIES. FIELD TRIPS TO TRANSPORTATION FACILITIES, VISITS TO GOVERNMENT AND OTHER AGENCIES, AND THE SHOWING OF FILMS, WILL SUPPLEMENT THE CLASSROOM WORK.

THE FEE FOR THE INSTITUTE WILL BE \$185. THIS FEE COVERS TEXTBOOKS, SPECIAL MEETINGS, FIELD TRIPS, AND MATERIALS. THE UNIVERSITY'S REGISTRATION DATE IS 14 MARCH 1958.

FOR FURTHER INFORMATION CONCERNING THIS INSTITUTE, CALL REGISTRAR/TR,

25X1A

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RECORD ENROLLMENT IN JANUARY
VOLUNTARY LANGUAGE TRAINING PROGRAM

RECORD ENROLLMENT OF 350 STUDENTS HIGHLIGHTED THE JANUARY 1958 TRI-MESTER OF THE VOLUNTARY LANGUAGE TRAINING PROGRAM. THESE STUDENTS ENROLLED IN 47 COURSES, IN 13 DIFFERENT LANGUAGES. ALL AVAILABLE CLASS-ROOM SPACE IN QUARTERS EYE, AND BUILDING EYE, NOW HAS BEEN COMMANDEERED FOR THESE NON-DUTY-HOUR CLASSES. IN ADDITION, CLASSES ARE BEING CONDUCTED IN J, K, L, M, AND [REDACTED] BUILDING, [REDACTED] AND BARTON HALL!

FOR THE FIRST TIME IN THE NON-DUTY-HOUR PROGRAM, CLASSES NOW ARE BEING OFFERED IN ARABIC, CZECH, AND GREEK. IN ADDITION, THERE ARE CLASSES IN CHINESE, FINNISH, FRENCH, GERMAN, ITALIAN, JAPANESE, PERSIAN, POLISH, RUSSIAN, AND SPANISH.

[REDACTED] COORDINATOR, VOLUNTARY LANGUAGE TRAINING PROGRAM, SAYS: "THE NEXT TRI-MESTER BEGINS IN MAY 1958. YOU WHO DESIRE TO TEACH IN THESE NON-DUTY-HOUR MORNING OR EVENING CLASSES MAY CALL EXT. 4437 AND RESERVE A MAY CLASS. BESIDES REFRESHING AND MAINTAINING YOUR LANGUAGE CAPABILITY, YOU WILL RECEIVE REGULAR OVERTIME PAY FOR YOUR SERVICES."

LANGUAGE STUDY PROGRESSES

CURRENT ENROLLMENT IN INTERNAL DUTY-HOUR LANGUAGE TRAINING CLASSES IS APPROXIMATELY 208.

CURRENT ENROLLMENT IN THE NON-DUTY-HOUR VOLUNTARY LANGUAGE TRAINING PROGRAM IS 350, STUDYING THE FOLLOWING LANGUAGES:

ARABIC	GERMAN	POLISH
CHINESE	GREEK	RUSSIAN
CZECH	ITALIAN	SPANISH
FINNISH	JAPANESE	
FRENCH	PERSIAN	

THE LANGUAGE LABORATORY WAS UTILIZED BY 158 STUDENTS DURING THE PAST MONTH, FOR A TOTAL OF 1,050 HOURS, IN THE STUDY OF 16 DIFFERENT LANGUAGES.

QUALIFICATIONS REVIEW AND PLACEMENT PANELS RECENTLY MET TO CONSIDER PERSONNEL FOR THE FOLLOWING:

CAMBODIAN	GERMAN	PERSIAN
CHINESE	SERBO-CROATIAN	

DURING THE PAST MONTH, LANGUAGE PROFICIENCY EXAMINATIONS WERE TAKEN BY 18 PEOPLE FROM VARIOUS AGENCY COMPONENTS (17 REGULARLY-SCHEDULED TESTS; ONE BY SPECIAL REQUEST). THE LANGUAGES WERE FRENCH, RUSSIAN, AND PORTUGUESE.

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RUSSIAN INTERMEDIATE READING
-ECONOMIC (PART-TIME)
TO BEGIN 10 MARCH

RUSSIAN INTERMEDIATE READING -
ECONOMIC (PART-TIME) IS SCHEDULED
MARCH 10 TO JUNE 26. THE CLASS WILL
MEET ON MONDAYS AND THURSDAYS, FROM
1400 TO 1700 HOURS, IN ROOM 210,
CENTRAL BUILDING. PREREQUISITE FOR
THE COURSE IS A BASIC COURSE IN
RUSSIAN READING. ALL APPLICATIONS
MUST BE SUBMITTED TO THE REGIS-
TRAR/TR ON OR BEFORE 24 FEBRUARY.

SWAHILI BASIC SPEAKING (P-T)
MAY BE SCHEDULED FOR FEBRUARY

CALL [REDACTED] TO DISCUSS

THE LANGUAGE AND AREA SCHOOL PRO-
POSES TO SCHEDULE SWAHILI BASIC
SPEAKING (PART-TIME) BEGINNING IN
FEBRUARY, CONTINGENT UPON SUFFICIENT
REGISTRATION. THE TENTATIVE PLAN
ENVISIONS A COURSE OF 20 WEEKS
LENGTH, REQUIRING APPROXIMATELY 2½
HOURS OF CLASS ATTENDANCE PLUS AN
ADDITIONAL 1½ HOURS OF LABORATORY
WORK PER DAY. PRIMARY EMPHASIS WILL
BE UPON THE SPOKEN LANGUAGE.

INDIVIDUALS AND SUPERVISORS WHO
ARE INTERESTED IN REGISTERING FOR A
SWAHILI COURSE SHOULD CONTACT [REDACTED]
LANGUAGE COORDINATOR, EXT. [REDACTED]
SOON AS POSSIBLE, TO ADVISE
HIM CONCERNING DESIRED LEVEL OF IN-
STRUCTION, HOURS AND DAYS MOST CON-
VENIENT FOR CLASS SESSIONS, ETC.

YOUR REGISTRATION CAN BE DEFERRED
UNTIL DETAILS OF THE PROPOSED COURSE
ARE ARRANGED.

USSR BASIC COUNTRY SURVEY NO. 2
SCHEDULED TO BEGIN 18 MARCH

USSR BASIC COUNTRY SURVEY No. 1,
GIVEN BY THE SCHOOL OF INTERNATIONAL
COMMUNISM AND THE USSR/TR, RECENTLY
WAS COMPLETED BY THIRTEEN STUDENTS
FROM OFFICES IN THE DDI AND DDP.

CLASS No. 2 WILL BE GIVEN FROM
18 MARCH TO 22 MAY. CLASSES WILL BE
HELD TUESDAYS AND THURSDAYS FROM
1315 TO 1615 IN ROOM 2103, ALCOTT
HALL. APPLICATIONS FOR REGISTRATION
MUST BE SUBMITTED TO THE REGISTRAR,
OFFICE OF TRAINING, ON OR BEFORE
11 MARCH. MAXIMUM ENROLLMENT IN THIS
COURSE IS TWENTY-FIVE. FOR FURTHER
INFORMATION, CALL [REDACTED]

USSR BASIC COUNTRY SURVEY IS DE-
SIGN TO MEET THE NEEDS OF PERSON-
NEL WHOSE DUTIES REQUIRE COMPREHEN-
SIVE KNOWLEDGE OF THE USSR. THE
FOLLOWING SUBJECTS ARE INCLUDED:
HISTORICAL DEVELOPMENT OF CZARIST
RUSSIA AND THE USSR; GEOGRAPHY; NAT-
URAL RESOURCES; ROLE OF THE COMMU-
NIST PARTY; STRUCTURE AND ACTIVITIES
OF THE GOVERNMENT & OF THE ECONOMY;
MILITARY, ECONOMIC, AND SCIENTIFIC
CAPABILITIES; SOVIET LITERATURE AND
ART; NATIONALITIES OF THE USSR; AND
SOVIET FOREIGN POLICY.

LECTURES, WHICH REPRESENT THE PRI-
MARY MEANS OF INSTRUCTION, WILL BE
PRESENTED BY REGULAR MEMBERS OF THE
SIC STAFF PLUS HIGHLY QUALIFIED SPE-
CIALISTS FROM OFFICES THROUGHOUT THE
AGENCY. A SERIES OF SEMINARS AND
FILMS ILLUSTRATING FACETS OF THE
CURRENT SOVIET SCENE WILL ALSO BE
INCLUDED.

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Courses, Activities, and Programs

NOONTIME MOVIE PROGRAM

FEBRUARY AND MARCH

You are invited to attend the various foreign language and English films to be shown in Room 1-82 Quarters Eye, at 1200 hours as scheduled below. Both feature films and factual films are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally, if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call [REDACTED]

You will, of course, wish to arrange with your supervisor for authorization to attend those films which require time in excess of your lunch hour.

12 February Wednesday	Russian Film: "Unfinished Story" H7309, 88 min. (Love Story of Invalid and Woman Doctor)
13 February Thursday	Polish Feature Film
18 February Tuesday	Hungarian Film: "Colony Underground" E6085, 109 min. (Communist anti-American propaganda film on Standard Oil)
19 February Wednesday	German Shorts: C6538, 11 min. C6539, 16 min. C6540, 10 min.
25 February Tuesday	Chinese Film: "Song of the Celestial Mountains" B1220. (Native songs and dances performed by Sinkiang Troupe.)
27 February Thursday	Polish Feature Film
4 March Tuesday	French Film: "La Marseillaise" B1083, 80 min. (French Revolution)
5 March Wednesday	Russian Newsreels
11 March Tuesday	Italian Film: "A Trip to Italy" 80 min.
18 March Tuesday	Spanish Film: "The Unbeloved" B0105, 80 min.
19 March Wednesday	Russian Film: "Skanderbeg" G7024, 124 min. (Made jointly by USSR and Albania on Albania's 15th Century Hero)

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CONFERENCES, SEMINARS, PROFESSIONAL MEETINGS

EXTERNAL

For additional information concerning the activities listed below, you may call the Information Section/Registrar's Office, extension 4005. Also, we will appreciate your interest and assistance in supporting this feature; please advise us of any such activities that come to your attention, so that we may here publish advance Agency-wide notice of the events.

EXECUTIVE DEVELOPMENT PROGRAM - CORNELL UNIVERSITY

The 6th annual Executive Development Program, sponsored by the Graduate School of Business and Public Administration at Cornell University, will be held 7 July - 15 August 1958.

The Program is designed particularly for the man who has specialized in some technical or professional field such as engineering, production, accounting, finance, personnel, research, etc. and who is in the process of assuming broader administrative responsibilities. The theme of the Program will be "An Approach to Top Management Responsibility." It will be divided into three phases--The Administrative Process, Functions of Administration, and The Dimensions of Administration.

Applications will not be considered by Cornell University after 31 March 1958. Offices who submitted training requirements in the prior fiscal year indicating that they had candidates for this Program should make arrangements with the Registrar promptly. A fee of \$1500 for each participant covers tuition, books, materials, board and room.

ACSM AND ASP ANNUAL MEETINGS AND CO-EXHIBIT

The 18th annual meeting of the American Congress on Surveying and Mapping will be held March 23-26; the 24th annual meeting of the American Society of Photogrammetry will be held March 26-29. Both of these groups will meet in the Shoreham Hotel, Washington, D. C.

The official fee for registration will be \$3.00, and will entitle the registrant to admission to all ACSM and ASP meetings.

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AMERICAN MANAGEMENT ASSOCIATION

Electronics Conference

The 4th annual Electronics Conference, concurrent with the AMA Annual Exhibit of Electronic Data Processing Equipment, will be held 3-5 March 1958, in the Statler Hotel, New York City.

Special Conference on Employee Benefits

AMA's Special Conference on Employee Benefits will be held 5-7 March 1958, in the Drake Hotel, Chicago, Illinois. A group of Workshop and Orientation seminars, designed to complement and supplement Conference presentations, are scheduled as follows:

Administering the Benefit & Pension Program	17-19 March 1958 LaSalle Hotel, Chicago
Administering Employee Bene- fits in Large, Multi-Plant Companies	24-28 March 1958 Sheraton-Astor Hotel, New York
Planning a Benefit & Pension Package	17-19 March 1958 LaSalle Hotel, Chicago
Choosing Between Pension, Profit Sharing & Other Retirement Plans	24-26 March 1958 Sheraton-Astor Hotel, New York
Communicating Pensions & Benefits to Management & Employees	26-28 March 1958 Sheraton-Astor Hotel, New York
Developing an Employee Benefit & Pension Package	24-28 February 1958 Sheraton-Astor Hotel, New York
The Employee Benefits Mana- ger's Function in Management	9-11 April 1958 Sheraton-Astor Hotel, New York
Unusual Financial & Non- Financial Plans for Executives	26-28 February 1958 Sheraton-Astor Hotel, New York
Occupational Health--Estab- lishing & Administering the Occupational Health Program	9-11 April Sheraton-Astor Hotel, New York

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JAPANBASIC COUNTRY SURVEY10 MAR 58 - 7 MAY 58

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25X1A9a

You may register now for Japan - Basic Country Survey, scheduled Mondays, Wednesdays, and Fridays from 1400 to 1630 hours, beginning on 10 March 1958. This course will be open to all persons interested in, or concerned with, Japan. Applications for registration must be submitted to the Registrar, OTR, on or before 24 February 1958. Outside reading and a term paper will be required. [REDACTED] DC/LAS, extension [REDACTED] will be the instructor in charge.

SCHEDULE

10 MAR MON	1400-1630	Introduction to the Course	
12 MAR WED	1400-1530 1530-1630	Japan's Place in U.S. Foreign Policy Reading Period	
14 MAR FRI	1400-1530 1530-1630	[REDACTED] Reading Period	25X1C
17 MAR MON	1400-1630	The Geography of Japan	
19 MAR WED	1400-1630	The Resources of Japan	
21 MAR FRI	1400-1630	The People of Japan	
24 MAR MON	1400-1530 1530-1630	Early History to 1600 Study Period	
26 MAR WED	1400-1530 1530-1630	Tokugawa Japan, 1600 to 1867 Study Period	
28 MAR FRI	1400-1630	Films	
31 MAR MON	1400-1530 1530-1630	The Western World and Japan Study Period	
2 APR WED	1400-1630	The Meiji Restoration	
4 APR FRI		No Class	
7 APR MON	1400-1530 1530-1630	Japan Enters the Modern World (Seminar) Study Period	

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9 APR WED	1400-1530 1530-1630	Japanese Society I Study Period
11 APR FRI	1400-1530 1530-1630	Japanese Society II Study Period
14 APR MON	1400-1530 1530-1630	Buddhism in Japan Study Period
16 APR WED	1400-1530 1530-1630	Shintoism in Japan Study Period
18 APR FRI	1400-1630	Films
21 APR MON	1400-1530 1530-1630	China and Japan 1895-1941 Study Period
23 APR WED	1400-1530 1530-1630	Russia and Japan 1895-1941 Study Period
25 APR FRI	1400-1530 1530-1630	The West and Japan 1895-1941 Study Period
28 APR MON	1400-1530 1530-1630	The Great Pacific War Films
30 APR WED	1400-1630	Defeat and Occupation
2 MAY FRI	1400-1630	Japanese Society Today
5 MAY MON	1400-1630	The Japanese State Today
7 MAY WED	1400-1630	The Future of Japan (Seminar)

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PHILIPPINESBASIC COUNTRY SURVEY17 MAR 58 - 25 APR 58

This Basic Country Survey on the Philippines will be given on Monday, Wednesday, and Friday from 1000 to 1200 hours from 17 March to 25 April 1958 in Room 2928, Quarters Eye. Applications for registration must be submitted to the Registrar, OTR, on or before 10 March. For further information, please call [REDACTED] [REDACTED]

25X1A9a

25X1A

SCHEDULE

17 MAR MON	1000-1050	Introduction
	1100-1200	Geography and Topography of the Islands
19 MAR WED	1000-1050	Transportation and Communications
	1100-1200	Strategic Importance of the Philippines
21 MAR FRI	1000-1050	The People - Origin, Distribution
	1100-1200	The People - Ethnic groups, Nationalities
24 MAR MON	1000-1050	Culture
	1100-1200	Film
26 MAR WED	1000-1050	History - Pre-colonial and Spanish Rule
	1100-1200	History - U.S. Rule to 1946 Independence
28 MAR FRI	1000-1050	History - 1946 to Present
	1100-1200	Film
31 MAR MON	1000-1050	Government - National and Local
	1100-1200	Government - Provincial and Barrio Level
2 APR WED	1000-1050	Agriculture - Crops and Methods
	1100-1200	Film
4 APR FRI	1000-1050	Fishing, Forestry and Industry
	1100-1200	Film
7 APR MON	1000-1050	Economics - Banking and Finance, Resources
	1100-1200	Economics - International trade, foreign exchange, foreign investments
9 APR WED	1000-1050	Economics - Foreign (i.e. - U.S. aid)
	1100-1200	Film
11 APR FRI	1000-1050	Political Development - Pre Independence
	1100-1200	Political Development - 1946-1953 (Magsaysay)
14 APR MON	1000-1050	Political Development - (Magsaysay to Present)
	1100-1200	Film
16 APR WED	1000-1050	Communism in the Philippines (PKP and the HUK)
	1100-1200	Role of the Armed Forces in Combatting HUK (Film)
18 APR FRI	1000-1050	International Relations
	1100-1200	Film
21 APR MON	1000-1050	Media (Newspapers and other publications)
	1100-1200	Media (Radio and TV)
23 APR WED	1000-1050	The Future - Economic Development
	1100-1200	The Future - International Relations
25 APR FRI	1000-1200	Review of Term Papers

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FRANCE - BCS (LECTURE SCHEDULE)11 FEB - 21 MARCH

If you wish to audit these lectures of the France - Basic Country Survey, Class #1, notify your Training Officer at least two days in advance of attendance. Training officers are requested to call [REDACTED] at 25X1A least 24 hours in advance of the lecture, to make reservations. Auditors are also welcome to view the films which follow certain of these lectures. Top Secret clearance is required for attendance.

	<u>DATE & HOUR</u>	<u>LECTURER</u>	<u>SUBJECT</u>
25X1A9a	18 February 0830 - 1000	[REDACTED]	History I - Major Periods and Their Significance
25X1A	18 February 1300 - 1445	[REDACTED]	History II - Ancien Régime to French Revolution
	18 February 1500 - 1700	Carl Lokke, Federal Archives	History III - From First to Third Republic
25X1A9a	20 February 1000 - 1250	[REDACTED]	History IV - Third Republic
	20 February 1445-1700	[REDACTED]	History V - Vichy and Fourth Republic
	25 February 1000 - 1120	[REDACTED]	People I - Family and Local Scene)
	25 February 1130 - 1250	Harold Kaplan USIA	People II - National and International Scene)
	25 February 1445 - 1600	Earle O. Titus, USIA	Educational System
25X1A9a	27 February 1000 - 1120	Alexander Klieforth, USIA	Communications Media
	27 February 1445 - 1600	[REDACTED]	Legal System
25X1A	4 March 1000 - 1120	[REDACTED]	Culture I: Periods and Formative Influence
	4 March 1130 - 1250	Leroy Benoit, USIA	Culture II: Literature

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25X1A	4 March 1445 - 1600		Culture III: Fine Arts
25X1A9a	6 March 1000 - 1120		French Nationalism: Characteristics and Strategic Implications
	6 March 1330 - 1430		Philosophy-Speculative, Social, and Political
	6 March 1445 - 1600		Constitutional System: Government Structure and Parties
	6 March 1605 - 1700		Civil Service
	11 March 1000 - 1120	To be announced	Internal and External Security Forces
	11 March 1130 - 1250	Philip H. Chadbourn, State	Political Personalities
25X1A9a	11 March 1445 - 1600	Richard Eldridge, Department of Labor	Capital and Labor
	13 March 1000 - 1120		Communism: Roots, Manifestations, and Potential
25X1A9a	13 March 1130 - 1250	Anton W. De Porte, State 	Political Instability
25X1A9a	13 March 1445 - 1600	Deane R. Hinton, State Edgar J. Beigel, State	Long-term Economic Problems
	18 March 1000 - 1120		Overseas France
	18 March 1130 - 1250		France and Free Europe
25X1A9a	18 March 1445 - 1600	Wolfgang Lehmann, State	France and NATO
	20 March 1000 - 1120	 Second panel member to be announced	France's Role in the Cold War -- Strategic Summary

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FRANCEINTEGRATED LANGUAGE/AREA STUDY17 MARCH TO 23 MAY

This first full-time intermediate-level French course will be given in Room 2129 "I" Building from 17 March through 23 May. Consult the descriptive news item in your December 1957 OTR Bulletin, page 9. Applications for registration of employees must be submitted to the Registrar immediately.

The course is intended for graduates of our Basic (Full-Time) language course or for other qualified employees desiring to refresh their French.

Primary objective of this course will be to develop the student's command of the current spoken language used in France, Belgium, and Switzerland, as well as in North Africa and Vietnam. Emphasis will be placed on vocabulary concerned with public affairs. Area knowledge - through use of teaching materials dealing with France and its global problems - will be the principal by-product of the course. A few hours will be devoted to intelligence terminology.

The class will distribute its time during an average week as follows:

	Hours Per Week
<u>Contemporary France:</u>	
Private study in two textbooks	5
Oral questions and answers based on area information text, <u>La France au XXe Siècle</u> (Hachette)	3
Oral questions and answers based on area problems text drawn from press materials	3
Discussion on assignments and/or current events	3
Lecture and discussion	2
Films	1
<u>History of France:</u>	
Private study in text, <u>Histoire de l'Antiquité à 1939</u> (Hachette - "Cours d'Histoire Malet-Isaac")	5
Oral questions and answers based on text	2½
Lecture and discussion	2
<u>Language Study Related to Subject Matter:</u>	
Grammar drill	7½
Vocabulary drill	2
<u>Intelligence Activities:</u>	
Organizations	½
Operations	½

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REGISTRAR'S REMINDERS

For information regarding courses and registration procedures, read your office copy of the OTR Catalog and your OTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. OTR registration deadline and course dates follow. Please check with your Training Officer regarding his special deadlines for application:

	<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
	Intelligence Orientation (R & S Auditorium)	B-3	27 Feb	3 Mar - 28 Mar
25X1A6a	Administrative Procedures (136, [REDACTED])	B-4	7 Apr	14 Apr - 2 May
25X1A6a	(See your OTR Catalog) (136, [REDACTED])	B-5	24 Feb	3 Mar - 4 Apr
	Introduction to Supervision (GS 9-11)		10 Feb	17 Feb - 21 Feb
25X1A6a	Basic Supervision (0830 - 1230 Hours, Daily) (155, [REDACTED])	B-7		
	(GS 5-7)		2 Jun	9 Jun - 20 Jun
	(GS 9-11)		24 Feb	3 Mar - 14 Mar
	(GS 12-14)		24 Mar	31 Mar - 11 Apr
25X1A6a	Basic Management (0830 - 1230 Hours, Daily) (155, [REDACTED])	B-8		
	(GS 11-13)		10 Mar	17 Mar - 28 Mar
	(GS 12-14)		7 Apr	14 Apr - 25 Apr
	(GS 13-15)		5 May	12 May - 23 May
	Clerical Refresher Program (Hours to be arranged) (Room 508, 1016 16th St.)	B-12 thru B-19	10 Mar	17 Mar - 11 Apr

Pre-testing for the Clerical Refresher Program is scheduled for 13 March 1958, in Room 508, 1016 16th Street as follows:

0900 - 1000 Typing 0930 - 1100 Shorthand 1100 - 1200 English Usage

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<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
Instructional Techniques (2011 R & S)	B-20	10 Mar	17 Mar - 21 Mar
Dependents' Briefing (117 Central Building)	B-23	(See your Training Officer)	4 Mar - 5 Mar
Budget & Finance Procedures (149, [REDACTED])	B-25	3 Mar	10 Mar - 21 Mar
Party Organization and Operations (0830 - 1230 Hours, Daily) (2202 Alcott)	C-2	24 Mar	31 Mar - 25 Apr
Intelligence Techniques (2027 R & S)	I-1	24 Mar	31 Mar - 25 Apr
Conference Leadership (0930 - 1130 Hours, Mon. & Wed.) (2027 R & S)	I-3	14 Apr	21 Apr - 30 May
Effective Speaking (0930 - 1130, Hours, Mon. & Wed.) (2025 R & S)	I-5	3 Mar	10 Mar - 18 Apr
Writing Workshop (0900 - 1200 Hours, 1st Wk: Mon., Tues., Thurs. Last 3 Wks: Tues., Thurs.) (2026 R & S)	I-6	24 Feb	* 3 Mar - 27 Mar (was 3 Feb - 27 Feb)
Reading Techniques (Hours to be arranged) (2502 Quarters Eye)	I-7	17 Mar	24 Mar - 18 Apr
Reading Techniques - Executive (Workshop) (Hours to be arranged) (2502 Quarters Eye)		31 Mar	7 Apr - 18 Apr
Intelligence Research (Maps) (0900 - 1200, Mon., Wed., Fri.) (2029 R & S)	I-12	17 Feb	24 Feb - 14 Mar

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<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
("O" course titles are listed only in OTR Catalog 100-1)	O-1	17 Feb	3 Mar - 27 Jun
	O-2	17 Feb	3 Mar - 11 Apr
	O-4	17 Feb	24 Feb - 14 Mar
	O-6	21 Apr	28 Apr - 23 May
	O-8	17 Mar	24 Mar - 11 Apr
	O-10	19 May	*26 May - 13 Jun (was 12 May - 30 May)
	O-12 (See T-22)	4 Apr	21 Apr - 16 May
	O-13	14 Apr	21 Apr - 9 May
	O-15	21 Apr	28 Apr - 16 May
	O-17	7 Apr	21 Apr - 16 May
	O-24	10 Feb	*24 Feb - 21 Mar (was 3 Feb - 28 Feb)
	O-25	17 Feb	24 Feb - 14 Mar
	O-27	28 Apr	5 May - 16 May
	O-28	10 Mar	17 Mar - 21 Mar
	O-29	24 Mar	31 Mar - 18 Apr
	O-30	24 Mar	7 Apr - 2 May

* PLEASE BE SURE TO MAKE THESE CHANGES ON THE LONG-TERM SCHEDULE OF COURSES

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AREA TRAINING

Applications for Area and Part-Time Language Training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
<u>Basic Country Survey:</u>		
Philippines (1000-1200 hours, Mon, Wed, Fri)	3 Mar	*17 Mar - 25 Apr (Formerly 13 Jan)
Japan (1400-1630 hours, Mon, Wed, Fri)	24 Feb	10 Mar - 9 May
U.S.S.R. (1300-1600 hours, Tues & Thurs)	11 Mar	18 Mar - 22 May
<u>Integrated Language/Area Study:</u>		
France (See <u>Full-Time Language Training:</u> <u>French Intermediate RSW</u>)	Immediately	*17 Mar - 23 May (Formerly 10 Mar)
Germany (See <u>Full-Time Language Training:</u> <u>German Intermediate RSW</u>)	Immediately	*31 Mar - 6 June (Not previously scheduled)
Japan (Mon, Wed, Fri)	17 Feb	10 Mar - 9 May
U. S. S. R. (See <u>Full-Time Language Training:</u> <u>Russian Advanced RSW</u>)	Immediately	3 Mar - 30 May

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PART-TIME LANGUAGE TRAINING

<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
<u>French</u>		
Basic Reading (2 2-hour classes per week)	24 Mar	7 Apr - 13 June
Basic Speaking (2 class hours daily)	24 Mar	7 Apr - 22 Aug
Intermediate Speaking (3 2-hour classes per week)	24 Mar	7 Apr - 13 June
<u>German</u>		
Basic Reading (3 2-hour classes per week)	24 Mar	7 Apr - 22 Aug
Workshop - Reading (1 1-hour & 1 3-hour classes per week)	24 Mar	7 Apr - 13 June
Basic Speaking	- -	7 Apr - 22 Aug (CANCELLED)
Intermediate Speaking (3 2-hour classes per week)	24 Mar	7 Apr - 13 June
<u>Italian</u>		
Basic Reading (2 2-hour classes per week)	24 Mar	7 Apr - 13 June
Basic Speaking (2 class hours daily)	24 Mar	7 Apr - 22 Aug
Intermediate Speaking (3 2-hour classes per week)	24 Mar	7 Apr - 13 June
<u>Portuguese</u>		
Basic Reading (2 2-hour classes per week)	24 Mar	7 Apr - 13 June
<u>Romanian</u>		
Basic Reading (2 2-hour classes per week)	24 Mar	7 Apr - 13 June
Basic Speaking (2 class hours daily)	24 Mar	7 Apr - 22 Aug
<u>Russian</u>		
Familiarization (1500-1700 hours, Wed)	24 Mar	7 Apr - 13 June
Intermediate Reading - Economic (1400-1700 hours, Mon & Thurs)	24 Feb	*10 Mar - 26 June (Formerly 3 Feb)
<u>Spanish</u>		
Basic Reading (2 2-hour classes per week)	24 Mar	7 Apr - 13 June
Basic Speaking (2 class hours daily)	24 Mar	7 Apr - 22 Aug
Intermediate Speaking (3 2-hour classes per week)	24 Mar	7 Apr - 13 June

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FULL-TIME LANGUAGE TRAINING

Applications for Full-Time Language courses should be submitted at least 6 weeks, and preferably 3 months, prior to the beginning dates of the courses. Qualifications of all applicants are considered by OTR Qualifications Review and Placement Panels prior to approval for training. The following courses are listed in the same sequence shown on the Long-Term Course Schedule contained in your OTR CATALOG.

<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
<u>Basic RSW</u>		
French	24 Feb	7 Apr - 22 Aug
German	24 Feb	7 Apr - 22 Aug
Italian	24 Feb	7 Apr - 22 Aug
Romanian	24 Feb	7 Apr - 22 Aug
Spanish	24 Feb	7 Apr - 22 Aug
<u>Intermediate RSW</u>		
French	Immediately	*17 Mar - 23 May (Formerly 10 Mar)
German	Immediately	*31 Mar - 6 June (Formerly 17 Mar)
<u>Advanced RSW</u>		
Russian	Immediately	3 Mar - 30 May

*PLEASE MAKE THESE CHANGES ON THE LONG-TERM SCHEDULE (FOLD-OUT CHARTS) IN THE BACK OF YOUR OFFICE COPY OF THE OTR CATALOG.

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FOREIGN LANGUAGE PROFICIENCY TESTS

Foreign Language proficiency tests will be given the first six months of 1958 according to the following schedule. (Please see CIA Notice No. [REDACTED] dated 10 January 1958.)

REVISED SCHEDULE

Albanian	26 Jun	Italian	8 Apr
Amharic	29 May	Japanese	24 Apr
Arabic	8 May	Korean	27 Mar
Bulgarian	17 Apr	Norwegian	6 Feb
Burmese	1 May	Persian	15 Apr
Chinese	6 May	Polish	29 Apr
Czech	6 Mar	Portugese	20 May
Danish	22 Apr	Pushtu	5 Jun
Dutch	17 Jun	Romanian	10 Jun
Finnish	13 Mar	Russian	3 Apr
French	2 Apr 11 Apr 13 May 15 May	Serbo-Croatian	13 Feb
German	4 Apr 10 Apr 14 May	Spanish	1 Apr 9 Apr 16 May
Greek	27 May	Swahili	22 May
Hindi	20 Mar	Swedish	20 Feb
Hungarian	27 Feb	Thai	11 Mar
Icelandic	19 Jun	Turkish	18 Mar
Indonesian	25 Mar	Tibetan	12 Jun
		Urdu	24 Jun
		Vietnamese	3 Jun

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